



**Guidelines for Funding  
Carl Perkins Grant, Spaceport GRT, & Secondary Instruction**

- Before any arrangements are made, a *Request for Funding* form must be submitted and approved by the Director of Secondary Instruction 14 business days in advance of the conference or trip.
- Requested travel or conference attendance should align to EPPS goals and the mission of the funding source. Proposals for travel should be submitted during the budgeting process in the spring.

**Registration**

- Conference registrations are paid with purchase orders. If the conference does not accept PO's for registration, you must get verification in writing. You will then be reimbursed for the registration fee upon return from the conference.

**Transportation**

- If airfare is needed, please call Gerry Ortega at 527-6626 with information to make flight reservations. Airfare is paid to the travel agency, therefore no-online purchases are accepted.
- If you are traveling in-state, you may request to use a school vehicle. Fill out a *School Vehicle Use Application* and submit to the fleet secretary. See *Regulations for Using a School Vehicle* or contact Matthew Esqueda, fleet secretary at 527-6006 for more information.

**Lodging**

You are responsible for making hotel reservations and securing your room with a credit card. Unless prior arrangements have been made through the instruction office, you will pay for your lodging and be reimbursed.

**Per diem vs. Actual Expenses**

- For most in-state travel, per diem to cover food and lodging will apply. No receipts are necessary for food and lodging. If you have been approved for other expenses, you must provide itemized (not credit card) receipts.
- If you have been approved by the Superintendent for actual expenses, you must provide original, itemized (not credit card) receipts.

**Reimbursed Expenses**

- **Only expenses that are approved in advance will be reimbursed.** If you incur expenses that were not approved in advance (such as renting a car), you will be responsible for the charges. Plan your trip carefully.